

## Economic Development and Skills Service

### Management Fees and Charges Policy 2015/16

#### **1 Introduction**

Wigan Council's Economic Development and Skills Service currently works with schools, training providers, third sector organisations and local community groups to deliver a range of learning opportunities for adults, families and communities across Wigan and Leigh. For 2015/16 the learning opportunities were secured through an open, transparent and competitive tendering process for external providers and through an application for funding which was published in the Official Journal of the European Union

Service delivery is a combination of provision delivered by the Services direct delivery unit, and provision which is sub-contracted with a range of partner organisations such as Training Providers, Schools and Voluntary Community Sector organisations.

The Service is funded through two main sources: the Skills Funding Agency (SFA) contract and an allocation from the Council. The Council is responsible for the delivery of the provision in accordance with any specific requirements of the SFA and the pre-qualification questionnaire and invitation to tender completed by the Council as the contract holder.

This policy outlines the management charges and fees for those Providers who are sub-contracted by the council to deliver Community Learning (Personal and Community Development Learning, Family English, Maths and Language, Wider Family Learning and NLiDC ) or accredited programmes funded by the Adult Skills Budget in addition to SFA 16-18 apprenticeship funded provision.

The Service encourages a relationship with its providers from one that extends beyond the definitions of the contract to one which operates in a spirit of support, guidance, co-working, transparency and challenge, where necessary, in order to drive improvements and to ensure the best possible service delivery to learners.

#### **2 Fees and charges**

2.1 The Economic Development and Skills Service sub-contracts a proportion of its provision in order to ensure that it

- actively responds to a wide range of individual learner, family and community needs across the Borough
- engages with hard-to-reach learners from within the Borough
- maintains a balanced and wide-ranging high quality programme offer
- is able to respond rapidly to local, regional and national initiatives
- engages with the best local providers of Skills and Learning across Wigan and Leigh
- maximises the use of its funding for front-line delivery, providing excellent value for money
- identifies and shares best practice from a diverse provider base in order to continually improve the provision and reduce risk
- fully aligns with Wigan Council's commissioning and procurement strategy

- 2.2 A strong emphasis is placed on improving the quality of teaching, learning and assessment through the application of the Quality Framework with Providers, class visits, observations of learning, teaching and assessment, sharing best practice as a standard agenda item at the Network Provider meetings.
- 2.3 Fifteen per cent (15%) of the total Community Learning allocation is retained by the Service to cover management costs, prior to allocating funding to Providers. Of the total funding earned by Providers offering ASB programmes and apprenticeships a management fee of 15% will be charged across all providers.
- Management costs include staffing, overheads, Terms/MIS, administration, meetings and the support of the Contract Managers and the Quality and Performance Manager.
- Subcontractor fees are discussed at network meetings and individually between the Contracts manager and the training provider / subcontractor.
- 2.4 In return for the charge, Providers receive the following support, guidance and challenge:
- A named contract manager as first point of contact who will respond promptly to any queries and monitor the contract throughout the year
  - Reports from class visits, Joint Lesson Observations and observations of learning, teaching and assessment.
  - Regular contract monitoring meetings where provider performance against contract and the quality of delivery against the Quality Framework are discussed and action plans for improvement agreed
  - Monthly/Termly network meetings where best practice is shared and providers can raise issues for discussion/clarification
  - Monthly Provider Updates to ensure Providers are kept informed of developments
  - The services of a Performance and Quality Manager
  - The observation of Teaching , Learning and Assessment and moderation processes
  - Processing of ILR returns, data validation and reporting
  - Uploading data onto the National Careers Services Course Directory
  - An induction session for all tutors
  - CPD opportunities for tutors, plus bespoke staff development as and when required
  - Access to the Wigan Council's Marketing and Communication team who will support and advise Providers on how to correctly display Wigan Council's logo.
  - Access to the Wigan Council's Business engagement team for referring potential business employment opportunities.
- 2.5 The payment schedule, terms and timescale for paying invoices and claims for funding received are detailed in the Provider contracts and are in line with Wigan Council's financial regulations.
- 2.6 This policy will be published on the Services website to be viewed by current and potential subcontractors and will be reviewed annually